



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS UNITED STATES ARMY FORCES COMMAND**  
**1777 HARDEE AVENUE SW**  
**FORT MCPHERSON GEORGIA 30330-1062**

REPLY TO  
ATTENTION OF

**AFLG-PR**

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Contracting Information Letter (CIL) 97-18, Contingency Contracting Officers**

1. Contingency Contracting is a critical combat multiplier for the war fighting commander. The mission of contingency contracting is to responsively, effectively, and legally contract for the supplies, services, and construction necessary to support the mission of the requiring organization. The military contingency contracting officers (CKO) assigned to FORSCOM exist solely to train and be prepared to deploy worldwide to accomplish this mission. A key aspect of this concept is the role of the Installation Directorate of Contracting (DOC) in the training of the military officers assigned to FORSCOM organizations. This CIL provides a recommended training program that will serve as a sample plan for attainment of required training courses and contracting experience.

2. Training of all assigned contingency contracting officers is critical to their preparation for mission performance. When not deployed, CKOs will work in the DOC to train and learn the skills necessary to perform independently as a contracting officer during deployments. Upon notification for deployment, CKOs will be tasked-organized to support assigned missions. This task organization can be based on many different scenarios; typically CKOs will be consolidated at corps or theater level in a general support role to the entire force. However, other scenarios may require the CKO to be deployed alone in support of smaller operations in remote, isolated locations. As Corps Commanders develop training plans for their CKOs, they should ensure that training adheres to the following principles:

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a. In an attempt to keep an adequate pool of qualified deployable CKOs, the training program must be geared to accommodate early warranting and certification of officers if necessary; i.e., complete all schools and training necessary for simplified purchases warrant first. The bulk of contingency contracting procurements are made using Simplified Acquisition Procedures (SAP).

b. Training in the DOCs must be primarily performance oriented - not time based. The time a CKO spends in any particular section should depend on the individual CKO and his ability to grasp the concepts and procedures of that particular department.

c. On the job training (OJT) in the DOC is an important component of the training program; however, CKOs must be assigned tasks which will specifically prepare them for contracting under contingency operations.

d. Deployment on contingencies, OOTW, training exercises, humanitarian operations, etc., must be an integral part of the training plan. This is where the CKOs really learn contingency contracting. It is extremely important that they be given the opportunity and highly encouraged to deploy on these exercises.

The enclosed model Individual Training Plan (ITP) documents the training agreement and outlines a recommended program of training for CKOs. This document delineates responsibilities, identifies the training periods, and outlines in detail the formal and informal training agenda which ultimately leads to the appointment of the officer as a warranted Contracting Officer. The ITP is a mandatory requirement for the training of all FA97 officers.

3. While FORSCOM policy requires that military contracting officers spend the majority of their time working in the DOC, it is also essential that these officers maintain a strong relationship with their parent units. They must participate in military training, play a key role in exercises and deployments and develop contracting support plans for their units. This will require a strong relationship between the individual officer, the DOC and the parent unit commander. When not deployed, all CKOs at Corps and Division installations should be placed in a contingency contracting section (CCS) at the COSCOM/DISCOM level

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under the control of the senior CKO assigned. These officers will still perform their daily duties at the DOCs.

4. Automatic Data Processing Equipment (ADPE) and software is a hard nut to crack. The main problem is the software system development. There are several software packages on the market that will work today but are not incorporated into a system that will provide maintenance and updates as technology and contracting procedures change. Due to cost, this is not something we want to develop specifically for FORSCOM. It should be developed as a joint package for all the services to use. DOD has been working this issue for quite some time now, but has yet to come up with a viable solution. The Standard Procurement System (SPS) is supposed to be the system that cures all but presently does not have a contingency contracting package. As a result, SARDA (Secretary of the Army, Research, Development, & Acquisition) has taken the initiative to further develop the Contingency Contracting Management System (CCMS) initiated by III Corps contracting section. We don't know exactly when this system will be available but will keep you informed as we progress. In the mean time, we (FORSCOM) will have to continue using ADHOC programs that will best support our needs. FORSCOM highly recommends that installations/units purchase for their contracting officers systems that are compatible with those used by the schools teaching the contingency contracting course (CON234). The schools give out CD Rums, disks, and other pertinent data to every contracting officer attending the course for them to use while deployed. The systems you purchase should contain as a minimum, the following:

HARDWARE - Pentium 166mhz; 16 Meg RAM; 8x CD-ROM; internal 3.5" drive; 1.5GB hard drive storage; external or internal 28.8K fax; portable printer; AC/DC adapter; car adapter.

SOFTWARE - MS Word; MS Excel; MS Powerpoint; and the Acquisition Deskbook.

5. Assessment of Non-Commissioned Officers (NCO) in the Acquisition Corps is still moving at a turtles' pace. So far, the Acquisition Corps has authorized the additional skill identifier (ASI) G1 (procurement NCO) for those NCOs having a primary or secondary MOS 92A/Y. FORSCOM is pushing to get as many of these NCOs into the contracting sections as possible. We have had some success, but need your support in lobbying your

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commanders to support his contingency contracting mission by slotting additional NCOs in the contracting shop.

The requirements for obtaining the ASI are as follows:

a. Successful completion of either:

- (1) PUR 101, Simplified Acquisition Fundamentals or
- (2) PUR 102, Operational level Simplified Acquisition Fundamental

b. PUR 201, Intermediate Simplified Acquisition Fundamentals

c. CON 234, Contingency Contracting Course

d. Two years experience in the ASI designated positions (negotiable)

Documentation required to get this ASI awarded is a validated copy of Certificate of course completion and verification of assignment to position. Documentation should be sent through Enlisted Personnel Management Branch, to DACM office for verification.

FORSCOM PARC is also pursuing with SARDA the need to authorize the ASI to NCOs with other MOSs, i.e., 88Ms, 51Hs, 71s, etc. Although not currently authorized to receive the ASI, an exception to policy can and should be requested for those NCOs with a different MOS who are qualified to receive the ASI.

6. DD Form 1057 has been modified to include a section for reporting actions performed under contingency contracting procedures. This section can be found in bottom right hand corner of the form (SECTION G - CONTINGENCY ACTIONS). CKOs completing contingency contracting actions will report them in section G to include all actions completed under micro purchase procedures. DD Form 350 was not modified to report actions performed on contingencies; however, the data could be captured if key words were placed in the description block when completing the form. Therefore, CKOs completing DD 350 reports for actions

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Contracting Officers

above \$25,000 during a contingency operation will include the word "CONTINGENCY" in the description section (section B12E) of the form. This allows the system administrators to sort through all reports in PRMIS identifying those actions completed during contingencies. CONTINGENCY for reporting purposes means any operation involving the deployment of military forces in response to natural disasters, terrorist or subversive activity, collapse of law and order, political instability, humanitarian relief, tactical training operations, and any other OOTW deployment. This deployment could be CONUS or OCONUS.

7. Considering FORSCOM's mission to provide contracting support to Commanders in Chiefs (CINC) world wide and our shrinking ability to do that, operational tempo (OPTEMPO) and personnel tempo (PERSTEMPO) data is of great significance. Therefore, the chief of the CCS on all installations will report PERSTEMPO data to FORSCOM PARC quarterly. Data should include the number of days the CKO is deployed or TDY away from home station in support of an operation, exercise, or school.

8. Further information can be provided by LTC Clemons, DSN: 367-5510 or commercial (404) 464-5643.

Encl  
as

TONI M. GAINES  
Chief, Contracting Division, DCSL&R  
Principal Assistant Responsible  
for Contracting

DISTRIBUTION:

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CONTINGENCY CONTRACTING OFFICER  
INDIVIDUAL TRAINING PLAN (ITP)

1. Name of Trainee \_\_\_\_\_
2. Date Plan Started \_\_\_\_\_
3. Position Contingency Contracting Officer
4. Purpose. To provide intense, systematic and performance oriented training for contingency contracting officers and NCOs to allow them to demonstrate their competence on the critical tasks required by a deployed contingency contracting officer in support of contingency, peace keeping, and humanitarian operations; training exercises and other Operations Other Than War (OOTW).
5. Concept. The progression of the CKO through this program is performance based. The length of time required will vary depending on previous experience, courses completed prior to starting the program, and training distracters. The Purchasing, Contracts, and Contract Administration Divisions will conduct most of the training. Specialized contingency contracting training which prepares a CKO to contract OCONUS, in a contingency environment, will be conducted by the Contingency Contracting Section during specialized training time determined by the section chief. In order to be fully trained, CKOs will deploy at least annually to do contracting under contingency conditions.
  - a. Phase 1. Complete required Defense Acquisition University (DAU) courses listed below, demonstrate mastery of the tasks listed below, and be warranted to execute contractual documents within the simplified acquisition threshold, and unlimited authority to issue delivery orders against existing contracts.
  - b. Phase 2. Complete required DAU courses and demonstrate mastery of the tasks required to be Level 2 Certified and warranted to execute contractual documents up to \$500,000.
6. The CKO will successfully complete the following DAU courses as part of Phase 1.

	<u>Date Completed</u>
a. Contracting Fundamentals (CON 101)	_____
b. Contract Pricing (CON 104)	_____
c. Government Contract Law (CON 201)	_____
d. Contingency Contracting (CON 234)	_____
e. Simplified Acqui Fundamentals (PUR 101)	_____
f. Operational Level Simpli Acqui Fun (PUR 2)	_____

7. The CKO will successfully complete the following DAU courses as part of Phase 2.

	<u>Date Completed</u>
a. Intermediate Contracting (CON 211 )	_____
b. Intermediate Contract Pricing (CON 231)	_____

8. RESPONSIBILITIES

a. Director of Contracting.

(1) Exercises overall responsibility for the training and development of the military officer and NCO.

(2) Approves the ITP. Reviews semi-annually in conjunction with the OER/EER Support Form (DA Form 67-8-1)/NCOER (DA Form 2166-7).

b. Division Chiefs.

(1) Assign tasks to facilitate CKO's successful performance of the tasks listed in this plan.

(2) Monitor the officers/NCOs progress.

c. DOC Training Coordinator. Request school quotas.

d. CKOS.

(1) Master tasks and successfully complete DAU courses IAW this plan.

(2) Maintain this ITP and obtain appropriate signatures as needed. Include progress on this ITP on OER Support Form (DA Form 67-8-1) / NCOER (DA Form 2166-7).



9. COORDINATION AND CONCURRENCE

_____ Signature (Officer)	_____ Signature (Rater)
_____ Typed Name (officer)	_____ Typed Name (Rater)
_____ Title	_____ Title
_____ Date	_____ Date

SEMI-ANNUAL REVIEW

1st Review (6 Months)

_____ Signature ( Officer )	_____ Signature ( Rater )
_____ Typed Name ( Officer)	_____ Typed Name (Rater)
_____ Contingency Contracting Officer Title	_____ Director of Contracting Title
_____ Date	_____ Date

2nd Review (12 Months)

_____ Signature ( Officer )	_____ Signature (Rater)
_____ Typed Name (Officer)	_____ Typed Name (Rater)
_____ Contingency Contracting Officer Title	_____ Director of Contracting Title
_____ Date	_____ Date

**Purchasing Division Training Plan (Phase 1)**

**Name of Trainee:** \_\_\_\_\_

**Period:** \_\_\_\_\_

<u>Task</u>	<u>Date Complete</u>	<u>Initials</u>
Review supply requirement for completeness	_____	_____
Review service requirement for completeness	_____	_____
Review specifications for completeness	_____	_____
Make corrections to PR in SAACONS	_____	_____
Add vendor to SAACONS	_____	_____
Maintain vendor in SAACONS	_____	_____
Justify soliciting only one source	_____	_____
Determine if service is non-personal	_____	_____
Determine if commodity is a commercial item	_____	_____
Determine if commodity is available from UNICOR	_____	_____
Determine if commodity is available from GSA	_____	_____
Determine if lease versus purchase analysis is required/valid	_____	_____
Determine applicable Standard Industrial Code (SIC)	_____	_____
Prepare DA Fm 2579 Small Business Coordination Form	_____	_____
Prepare SF 98 Notice of Intention	_____	_____
Synopsise when required or process thru Electronic Data Interface (EDI) which ever is applicable for the situation	_____	_____
Evaluate Request For Quotations	_____	_____
Determine price reasonableness when soliciting only one source	_____	_____

<u>Task</u>	<u>Date Complete</u>	<u>Initials</u>
Prepare contract award documents	_____	_____
Select appropriate clauses	_____	_____
Prepare amendment and modification	_____	_____
Prepare DD FORM 350	_____	_____
Prepare DD FORM 1057	_____	_____
Prepare DD FORM 250	_____	_____
Orally solicit a purchase request	_____	_____
Prepare a Not to Exceed purchase order	_____	_____
Prepare a BPA	_____	_____
Place an order against a BPA	_____	_____
Conduct credit card training	_____	_____
Perform setup, appointment and termination of credit card holder and AO	_____	_____
Conduct ordering officer training	_____	_____
Appoint, supervise and terminate an ordering officer	_____	_____
Process a ratification of an unauthorized commitment	_____	_____
Demonstrate understanding of funds	_____	_____
Resolve a claim valued at less than \$100,000	_____	_____

Date of Certification \_\_\_\_\_

Signature of Division Chief \_\_\_\_\_

Contract Administration Division (Phase 1)

Name of Trainee: \_\_\_\_\_

Period: \_\_\_\_\_

<u>Task</u>	<u>Date Complete</u>	<u>Initials</u>
Prepare a delivery order against an indefinite delivery contract	_____	_____
Track fund obligations under an indefinite delivery contract	_____	_____
Perform contract file management	_____	_____
Prepare a unilateral modification to a contract (administrative change)	_____	_____
Prepare a unilateral modification to a contract (change order under changes clause)	_____	_____
Prepare a unilateral modification to a contract (change under clause other than changes)	_____	_____
Train a COR	_____	_____
Appoint, supervise, and terminate a COR	_____	_____
Terminate a contract for convenience	_____	_____
Terminate a contract for default	_____	_____
Perform contract close-out	_____	_____

Date of Certification \_\_\_\_\_

Signature of Division Chief \_\_\_\_\_

**Contracts Division Training Plan (Phase 2)**

**Name of Trainee:** \_\_\_\_\_

**Period:** \_\_\_\_\_

<u>Task</u>	<u>Date Complete</u>	<u>Initials</u>
Evaluate requirements package for completeness	_____	_____
Select and justify method of contracting (Describe the various factors bearing on the use of sealed bidding versus negotiation, full and open competition versus other than full and open competition, market surveys and other contract file documents.)	_____	_____
Establish acquisition milestones	_____	_____
Prepare a justification and approval (J&A)	_____	_____
Coordinate and review best value evaluation factors	_____	_____
Properly structure CLINs for Section B	_____	_____
Participate in solicitation preparation for service and supply	_____	_____
Obtain legal review of solicitation	_____	_____
Prepare synopsis for Commerce Business Daily (CBD)	_____	_____
Assemble solicitation package	_____	_____
Amend solicitation	_____	_____
Orally solicit a requirement	_____	_____
Open bids / receive proposals and abstract them	_____	_____
Evaluate bids or offers	_____	_____

<b>Task</b>	<b><u>Date Completed</u></b>	<b><u>Initials</u></b>
Get minor irregularities corrected	_____	_____
Select competitive range	_____	_____
Prepare pre negotiation memorandum	_____	_____
Prepare Pre Business Clearance Memorandum	_____	_____
Conduct discussions	_____	_____
Record and distribute results of discussions	_____	_____
Receive, record, and evaluate BAFOS	_____	_____
Handle a pre award protest	_____	_____
Handle a post award protest	_____	_____
Prepare Post Business Clearance Memorandum	_____	_____
Make cost / price reasonableness determination	_____	_____
Make responsibility determination	_____	_____
Prepare contract award documents	_____	_____
Obtain legal review of contract documents	_____	_____
Execute contract award	_____	_____
Make and record contract distribution	_____	_____
Notify unsuccessful bidders / offerors	_____	_____
Debrief offerors	_____	_____
Synopsise contract award	_____	_____

Date of Certification \_\_\_\_\_

Signature of Division Chief \_\_\_\_\_

Support Division Training Plan (Phases 2)  
(Cost & Pricing)

Name of Trainee: \_\_\_\_\_

Period: \_\_\_\_\_

<u>Task</u>	<u>Date Complete</u>	<u>Initials</u>
Perform price analysis	_____	_____
Perform proposal evaluation for different types of contract	_____	_____
Evaluate Independent Government Cost Estimate	_____	_____
Evaluate unsolicited proposals	_____	_____
Understand Blanket Wage Determination	_____	_____
Coordinate with DCAA for Field Pricing Support	_____	_____
Perform SRB and BCM board duties	_____	_____

Date of Certification \_\_\_\_\_

Signature of Division Chief \_\_\_\_\_

Contract Administration Division Training Plan (Phase 2)

Name of Trainee: \_\_\_\_\_

Period: \_\_\_\_\_

<u>Task</u>	<u>Date Complete</u>	<u>Initials</u>
Review solicitation and proposed award and participate review boards	_____	_____
Monitor contractor performance	_____	_____
Supervise a Contracting Officer	_____	_____
Representative and Quality Assurance Evaluator	_____	_____
Participate in disputes and appeals resolutions as required	_____	_____
Determine contractor compliance with labor laws	_____	_____
Review contractor property control plan IAW FAR	_____	_____

Date of Certification \_\_\_\_\_

Signature of Division Chief \_\_\_\_\_